

**SUMMARY OF THE  
MEMBERSHIP AND OUTREACH MEETING  
MARCH 06, 2002**

The Membership and Outreach Committee of the National Environmental Laboratory Accreditation Program (NELAP) met on Wednesday, March 06, 2002, at 2:00 p.m. Eastern Standard Time (EST) via teleconference. The meeting was led by Chairperson Sherry Clay of the Texas Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items which follow.

**MINUTES**

Ms. Clay called the meeting to order and took attendance. No minutes were reviewed.

**NELAC POSTER**

Ms. Clay announced that this committee has been charged by Silky Labie with designing a poster for the upcoming Environmental Council of the States (ECOS) Conference, April 23 - 25, 2002, promoting NELAC. Ms. Clay is still awaiting details regarding dimensions, display, and instructions on content from Ed Kantor. The poster will be created and printed by the graphics department of EPA/Las Vegas. Ms. Clay was also asked who the target audience is and what the goals are. She will attempt to have all this information available via e-mail to the members prior to the next teleconference. It was also suggested that a contact person from ECOS join in a future teleconference. Ms. Clay will contact ECOS to invite them to participate in the next teleconference.

Discussion regarding material suitable for the poster resulted in the following suggestions:

- Use approved material currently found on website
- Facts regarding restructuring of NELAC
- Benefits of NELAC to small laboratories
- Continued support of NELAC by EPA
- Number of accrediting states and NELAC accredited laboratories
- Size of NELAC

Ms. Clay asked Dianne Therry to draft language for a section of the poster that would help encourage small laboratories to join NELAC. It was suggested the language include asking the small laboratories to send their input and concerns to this committee.

**FUTURE MEETINGS**

The next teleconference will be Wednesday, March 13, 2002, at 1:00 p.m. EST.

## **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned.

**ACTION ITEMS**  
**MEMBERSHIP & OUTREACH COMMITTEE MEETING**  
**MARCH 06, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Ms. Clay will contact ECOS to invite them to participate in the next teleconference.	03/13/02
2.	Dianne Therry will draft a section of the poster that would help encourage small laboratories to join NELAC.	ASAP

**PARTICIPANTS  
MEMBERSHIP & OUTREACH COMMITTEE MEETING  
MARCH 06, 2002**

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